



COURT INTERPRETER

Purpose:

To actively support and uphold the City's stated mission and values. To provide Spanish interpretation services to court users of both the Criminal and Civil divisions of the Tempe Municipal Court. Also, to provide simultaneous and consecutive court interpretation services of court proceedings and to provide sight translation of court documents.

Supervision Received and Exercised:

Receives general supervision from a Court Services Supervisor within the Criminal Division of the Court.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Interpret simultaneously and consecutively from English to Spanish and Spanish to English in both the criminal and civil divisions of the Tempe Municipal Court during court interviews, hearings, and court proceedings.
- Make oral and written translations during interviews, hearings and court proceedings of documents such as court petitions, reports, notices and agreements, and other written materials such as court orders, notices, petitions, legal documents, trial documents, letters, and agreements.
- Responsible for special projects as articulated by the court management team.
- Demonstrate continuous efforts to meet and improve the court's operational needs, minimize customer wait time, streamline work processes, and work cooperatively and jointly to provide quality seamless service to internal and external customers.

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- Assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms, update files, and forward to appropriate law enforcement authorities.
- Respond to and help resolve difficult and sensitive defendant requests and citizen inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the court.
- Prepare monthly statistical reports as required.
- May participate in the selection of court staff.
- Provide written translation of applicable court forms.
- Participate in committees addressing issues related to the court or Tempe.
- Perform other duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience of providing both English to Spanish and Spanish to English interpreting services in a court setting or related field.

Training:

Requires the equivalent to the completion of the twelfth grade. Additional specialized training and/or college-level course work in languages, translation, or legal interpreting is preferred.

Licenses/Certifications:

Completion of, or ability to obtain within 24 months of hire, an accredited interpreter certificate approved by the Tempe Municipal Court and/or Arizona Supreme Court.

Continued employment is subject to certification of any prescribed Arizona Supreme Court program.

Successful completion of a Spanish proficiency exam is required.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1523

FLSA: Non-exempt